

The Budget Committee for the City of Junction City, met at 6:30 p.m. on Thursday, April 27, 2023, at City Hall, 680 Greenwood Street and in a virtual meeting format, via internet and phone.

PRESENT: Council Members: Mayor Ken Wells (Committee Chair); Council President, Karen Leach; Councilors Sandie Thomas, Sidney Washburne, Andrea Ceniga, John Gambie (joined 6:42 p.m.), and Ken Hancock; **Citizen Members:** Vice Chair, Kara McDaniel, Jack Sumner, Sue Huntley (left at 7:21 p.m.) , James Hukill, Darin Olson, and Joshua Guth; **Staff:** City Administrator, Jason Knope; Finance Director, Mike Crocker; and City Recorder, Kitty Vodrup.

1. Call to Order

Chair Wells called the meeting to order at 6:30 p.m. Councilor Ceniga declared a potential conflict of interest, as her brother in law was a Public Works employee.

2. Approval of Minutes – April 20, 2023

MOTION: Committee Member Hukill made a motion to approve the April 20, 2023 Budget Committee minutes. The motion was seconded by Councilor Leach and passed by unanimous vote of the Committee.

3. Public Comment for Items not Listed on the Agenda.

Committee Member Olson noted that he would be attending next week's meeting virtually. He was a member of the Junction City Ministerial Association and each month they prayed for the peace and prosperity of Junction City; he felt last week's discussion on the Police budget was a good sign of those things.

4. Follow Up from Previous Meeting.

Administrator Knope stated that updated Police budget documents had been included in the packet, with changes from last week:

- Police Patrol: Line 7 School Reimbursements – Addition of \$66,000 for SRO.
- Police Dispatch: Lines 63 – 70 changes to reflect addition of 6th dispatcher.
- Police Administration: Two new Lines:
 - Line 144 Operating Materials and Supplies = \$5,000
 - Line 153 Volunteer and Reserve Program Costs = \$30,000
- Police Capital Projects Fund – Line 1 – Reduced Beginning Fund Balance because of some operational needs in the current budget year.

5. Review and Discussion of Proposed FY 23/24 Budget

Director Crocker reviewed:

Finance Department

- Pages 64 - 66 – Accomplishments included software conversion, online payments, online applications, moving from paper base to electronic records, and budget award.
- Page 69 Finance Summary Table. Personnel expense increase with addition of an Accounting Tech position.
- Page 71 - 5 Year Forecasts – Steady increases each year in Beginning Fund Balances. Would see this in most departments.
- Page 72 - Lines 9 – 16 Personnel increases to reflect addition of Accounting Tech.
- Page 79 Finance Capital Projects – Line 8 Software Upgrades \$25,000 for budgeting software.

Councilor Gambie joined the meeting at 6:42 p.m.

Court Department

- Page 77 Court Summary. Revenue included the \$175,000 transfer from the Police Fund.
- Page 80 – Line 1 Beginning Fund Balance of negative \$158,000. He anticipated this coming in a bit better at the end of this fiscal year.
- Line 2 Court Fines – Budgeted \$80,000. The estimated actuals for the current budget year would probably be a little under that.
- Line 39 Judge Contract Services – Increased to \$40,800.
- Line 46 Prosecuting Attorney Fees – Increased to \$48,000.

General Fund – Non-Departmental

- Page 91 Line 8 Total Property Taxes = \$3,541,200. Last year was budgeted at \$3,416,000, so increase of \$124,000. Estimated actuals for this budget year was to receive \$3,417,000.
- Line 22 General Revenue = \$428,600. Last year was budgeted at \$382,900 so increase of \$45,000. Estimated actuals for this budget year was \$416,000.
- Line 28 Interest – Increased and would see this across the board.
- Line 46 Planning Services Charges – Decreased, due to actual needs of the Planning Department.
- Line 51 Transfer to Building Replacement Fund = \$35,000
- Line 54 Transfer Interfund Loan Sanitation = \$250,000
- Line 55 Transfer to Budget Stabilization Fund = \$35,000
- Line 75 UEFB = \$1,519,500. Adding the interfund loan, that would bring that UEFB to \$1,769,000 and compared to the Beginning Fund Balance, it was right on target.

Budget Stabilization Fund

- Page 241 – Rainy Day fund, long term reserve fund that could be used for an emergency. Goal to continue increasing reserves in this fund.

Administrator Knope reviewed:

Administration Department – Pages 83 - 90

- Line 17 Total Personnel Services – Slight increase as the Administrative Aide would no longer be doing Planning work and would focus on Administrative and Records Management projects. That position would go from from 5 days to 4 days.
- Line 28 Fuel, Oil, Tires – New line item for the Administration Fleet car.
- Line 42 Professional Services – Reduced from \$14,000 to \$3,000, as had been working on special projects in this current budget year.
- Line 44 Special Projects – Reduced from \$52,500 to \$30,000.
- Line 50 Transfer to Capital Projects Fund = Reduced from \$145,000 to \$40,000. Previously had larger transfers to take care of some computer projects.

Administration – Capital Projects – Page 93

- Lines 42 – 46 for Computer Projects citywide.

Administrator Knope noted that Community Services received 22% of the property taxes and general revenue; that 22% was split between the Community Center, Senior Center, Library,

Parks, and Pool. Community Services budgets were balanced, but there would be some long-term issues to look at with the Senior Center and Library.

Community Center – Page 118 - 125

- Line 1 Beginning Fund Balance = \$93,900.
- Line 3 Transfer from State Shared Revenue = \$15,000 for spring/summer camp scholarships.
- Lines 14 and 15 – Their share of property taxes and general revenue.
- Line 26 Total Personnel Services – Increased as taking what used to be the Senior Center Aide position and moving it under the Community Services umbrella/Community Center. The intent was to give the Community Services Coordinator extra resources to backfill services at the Community Center, Library, and Senior Center.
- Line 38 Instructor Fees – Increased, as anticipate more activity.
- Line 61 Transfer to Community Services Capital Fund = \$5,000.
- Line 65 – UEFB = \$94,300. Increasing a little bit each year.

Community Center – Capital Projects – Page 126

- Line 10 Oregon Pandemic Grant Projects = \$500,000 received from state to do improvements at the Community Center. A Request for Proposal was underway for the project design. Intent to start that project after this year's festival and complete by next year's festival.

Viking Sal Senior Center – Pages 127 – 133

- Center was operating program two days a week for meals.
- This was not a City run program, but a City supported program. The Senior Center Advisory Board was in charge of programming.
- Line 1 Beginning Fund Balance = \$128,700. Balance had grown to a healthy amount since pandemic. The City normally contributed around \$20,000 in property taxes/general revenue to this fund, but would not be doing so this year, as their Beginning Fund Balance was large enough that they would have adequate funding for a few years and the staff position would be moved to the Community Center. Center expenses were low, and they also raised revenue through fundraising.
- Line 25 Personnel Services. Decreased from \$53,700 to \$800, to reflect position moving under Community Center.
- Line 29 Administrative Charges. Decreased due to staff.
- Line 37 Grant Oregon Trans and Meals = \$12,400 received.

Viking Sal Senior Center – Capital Projects Page 134

- Line 27 CEP Projects = \$20,000 for Advisory Board to use on any needed equipment replacement, etc.

Committee Member Huntley left the meeting at 7:21 p.m.

Pool Department – Pages 135 – 141

- Staff was in discussions with School District on using the pool in the winter and possibly covering the pool.
- Pool recruitment went well and were fully staffed.

- Lines 12 and 13 – Their portion of property taxes and general revenue.
- Line 24 Total Personnel Services – Increased a bit.
- Line 33 Electricity and Line 40 Natural Gas – Increased a bit.
- Line 56 Transfer to Community Services Capital Fund – Decreased from \$7,500 to \$2,500, as the City was getting caught up on maintenance projects.

Library Department – Pages 143 – 150

- Line 24 Total Personnel Expenses. Increased with request to increase the part time Library staff from 10 hours (.25 FTE) to 20 hours (.5 FTE) per week. This was part of why the property taxes/general revenue were taken from the Senior Center to fund this; this was not a long term stable option, and he would be working with the Library Board to find a more sustainable path going forward and continue to build the volunteer program. Personnel costs also included the full time Librarian. In the past, the Library staff position was .75 FTE and now they were at 1.5 FTE.
- Line 27 Administrative Charges Increased from \$26,700 to \$34,100, due to the staff time increase.

Library Capital Projects – Page 151

- Line 81 CEP Projects (\$25,000) and Line 83 Building Projects (\$10,000). For painting inside of Library and carpet replacement.

Internal Services Department – Pages 229 – 233

- Department took care of Building and Fleet Maintenance and IT. Two FTEs.
- Lines 22 – 60 = Costs for each department.
- Lines 64 – 84 = Costs to run Internal Services.
- Line 87 Transfer to IS Capital Projects = \$22,500.

Internal Services Capital Project Fund – Page 234

- Line 7 CEP Projects = \$10,000 for IT equipment replacement.

State Revenue Sharing - Page 237

- Line 7 Projects TBD (To be Determined) by Council = \$150,000. Example of Project: Roof on New City Hall building. One-time funding projects. Festival would be asking for funding for new speakers downtown. Could be used for new City Hall landscaping, etc.
- Line 11 Pool Projects = \$24,500. Remainder of \$75,000 budgeted this year.
- Line 16 Transfer to Community Center Fund = \$15,000 for camp scholarships.

Health Insurance Fund – Page 238

- Fund stated by AFSCME to help offset insurance costs.

Community Development Revolving Loan Fund – Page 239

- Line 22 Grant: Rural Tourism Marketing = \$90,800. Example of uses: Electronic reader board.

Building Replacement Reserve Fund – Page 240

- Line 7 Capital Outlay Projects = \$40,000. Would use to hopefully finish new City Hall.

6. Other Business

Chair Wells noted that next meeting would be May 4, 2023 and they would be discussing Public Works – Water, Sewer, Streets, Sanitation, Building/Planning, and Public Works Administration.

7. Recess

As there was no further business, the meeting was recessed at 7:51 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Kenneth Wells, Chair